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This Notice Expires 31 January 1956

*My Kirkpatrick
B4 G 10
✓ 1 - Dec. 11*

STATINTL

NOTICE

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PERSONNEL

29 December 1955

EMPLOYEE SERVICES

QUESTIONNAIRE REGARDING EATING FACILITIES
IN THE PROPOSED AGENCY BUILDING

1. In order to ensure that eating facilities will be adequate in the proposed Agency building, the Building Planning Staff requests the cooperation of all headquarters employees in completing the attached questionnaire.

2. The questionnaire should be answered with the assumption that adequate and pleasant facilities will be available within the new building. It must also be assumed that the proposed building will be removed from the proximity of numerous commercial restaurants.

3. All completed questionnaires are to be separated from this notice and returned to your Administrative Officer by 15 January 1956. Administrative Officers will forward the completed questionnaires to the appropriate Liaison Officers:

For the Deputy Director (Plans) - Mr. [REDACTED]
Room 205, Barton Hall

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For the Deputy Director (Intelligence) - Mr. [REDACTED]
Room 354 Adminis-
tration Building

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For the Deputy Director (Support) - Mr. [REDACTED]
Room 121, East Building.

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4. DO NOT SIGN QUESTIONNAIRE.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

H. GATES LLOYD
Acting Deputy Director
(Support)

DISTRIBUTION: ALL EMPLOYEES

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QUESTIONNAIRE REGARDING EATING FACILITIES
IN THE PROPOSED AGENCY BUILDING

A. AT PRESENT

1. Indicate the organizational segment to which you are attached.
(Check one)

☐ DD/S ☐ DD/I
☐ DD/P ☐ DCI (or other) Specify _____

2. What is your grade or military rank? _____

3. Approximately how many work days per year are you
absent from headquarters for leave and/or travel?

_____ work days per year

4. What time do you usually have lunch? (Check one)

☐ Prior to 11:30 ☐ 12:30 to 1:00
☐ 11:30 to 12:00 ☐ 1:00 to 1:30
☐ 12:00 to 12:30 ☐ After 1:30

5. How many cups of coffee or tea do you usually have
during the work day, other than with your lunch?
(Circle number of cups) 0 1 2 3 4 5 6 or more

6. With your coffee-break beverage, do you usually buy
something to eat, such as a donut, sweetroll, or crackers?
(Circle one) YES NO

B. IN THE PROPOSED BUILDING

1. Approximately how many days a week would you:
(Circle number of days)

a. Cafeteria

(1) Buy and eat lunch in the Agency
cafeteria? 0 1 2 3 4 5

(2) Bring your own lunch and eat in
the Agency cafeteria? 0 1 2 3 4 5

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- (3) Buy lunch in the cafeteria and eat at your desk or elsewhere, other than in the cafeteria? 0 1 2 3 4 5
- b. Buy lunch at the snack bar? 0 1 2 3 4 5
- c. Bring your own lunch and/or eat elsewhere, other than in Agency facilities? 0 1 2 3 4 5
2. When buying part or all of your lunch in the Agency, what would you normally purchase? (Check items)
- | | |
|---------------|------------|
| () Sandwich | Beverage |
| () Soup | () Coffee |
| () Salad | () Tea |
| () Hot lunch | () Milk |
| () Dessert | () Other |
3. How many days a week would you patronize table service rather than cafeteria service, if it were available at an additional cost of 10¢ to 20¢ per meal? (Circle one)
- 0 1 2 3 4 5
- Would you still patronize table service if the increased cost exceeds 25¢ (Circle one) YES NO
4. How many days a week would you patronize breakfast service prior to 8:30 a.m.? (If your answer is based on transportation facilities, assume there will be officially assigned parking spaces and public transportation, but no public or street parking.) (Circle number of days) 0 1 2 3 4 5
5. How many days a week would you patronize dinner service after 5 p.m., if available? (Circle one) 0 1 2 3 4 5
6. Would you be in favor of soft background music in the cafeteria? (Circle one) YES NO
7. Write any comments and suggestions you may have regarding eating facilities. Use extra sheets if necessary.